



County of Los Angeles - Department of Mental Health
Chief Information Office Bureau

EFT Access Form
Legal Entity Data Extract Request Form for Enhanced File Transfer

Please Print All Information

Request Type

New ☒

Renewal ☐

Delete ☐

Please note: Your account will expire 1 year from account creation or renewal.

Instructions

Please complete this form in its entirety and return it to:

Department of Mental Health
695 S. Vermont Ave., 8th floor
Los Angeles, CA 90005
ATTN: Systems Access Unit

Processing can take up to seven (7) business days. Incomplete forms will not be processed. Original signatures only. Stamp signatures will not be processed.

Applicant Information

Print Applicant Name: Sally Sample

Last 4 digits of Social Security Number: 9999 Day of Birth: 17 Logon ID: _____

Legal Entity Number: 555 Legal Entity Name: Happy Street Center

Telephone Number: 213-888-1234 E-mail Address: Sally@happystreetcenter.org

Requestor's Signature: Sally Sample Date: 7/1/2011

Requesting: ☒ Download Access ☐ Upload Access ☒ Confidential Oath Attached

Authorization

Chief Executive Officer

Print name: Jonathan Ceo

By signing this form you hereby grant the above employee access to data provided by the Los Angeles County- Department of Mental Health for your organization. This data may included protected Health and/or claiming information, and is subject to protection as required by HIPAA standards and/or guidelines.

CEO Signature: Jonathan Ceo Date Completed: 7/1/2011

Contact Person: Richard Contact Phone Number: 213-888-5678

Contact e-mail: Richard@happystreetcenter.org

Notice: Upon user termination, it is the Legal Entity's responsibility to notify CIOB via this form. The danger in not terminating the User ID is the user maintains access to your Legal Entity data and the potential to sabotage or misuse client's data exists.

For CIOB Use Only

☐ Approved ☐ Rejected Remarks: _____ Ticket #: _____

Info Security

Verifier Name: _____ Date Completed / / Date to Network / /

Revised 7/20/2011